



Sample Memorandum of Support ■

Introduction

A Memorandum of Support for the Javits-Wagner-O'Day (JWOD) Program stresses an agency's commitment to the JWOD Program and educates Federal personnel about their responsibilities under the JWOD Act. It also reminds Federal personnel of the quality products and services they are already receiving under the JWOD Program. Please visit www.jwod.gov for further information. While the sample provided below focuses on the October observance of National Disability Employment Awareness Month, a Memorandum of Support for the JWOD Program can be issued any time of the year to raise Federal employees' awareness of the Program's benefits.

Sample Memorandum of Support

Memorandum for: See Distribution

Subject: The Javits-Wagner-O'Day (JWOD) Program

October is National Disability Employment Awareness Month, and the perfect time to celebrate the Javits-Wagner-O'Day (JWOD) Program. Currently providing approximately 48,000 employment opportunities, the JWOD Program is the largest single source of employment for people who are blind or have severe disabilities. As a result of this extraordinary socioeconomic program, nonprofit agencies provide Federal customers with a wide array of quality products and services, while allowing thousands of people with severe disabilities to lead more productive and independent lives, pay taxes, help support families and join in the American work experience.

The JWOD Program is administered by an independent Federal agency, the Committee for Purchase From People Who Are Blind or Severely Disabled, in partnership with two national nonprofit organizations, National Industries for the Blind (NIB) and NISH—Creating Employment Opportunities for People with Severe Disabilities. NIB and NISH assist more than 600 community-based nonprofit agencies across the nation in their efforts to employ people with severe disabilities on Federal contracts under the JWOD Program.

This important socioeconomic procurement initiative provides the *[Name of Federal agency]* acquisition workforce with a unique opportunity to help reduce the 70 percent unemployment that exists among Americans with severe disabilities or who are blind. I urge you to learn more about JWOD and to find ways that community-based nonprofit organizations participating in the program can assist us in meeting our needs for quality goods and services. In particular, Government Purchase Card users should always buy items furnished by the JWOD Program before considering other commercial sources.

The JWOD Program also performs a wide range of professional and business support services. Currently, *[Name of Federal agency]* has contracted to JWOD-participating agencies for *[Name of services]*. The JWOD Program also has the capability to provide a variety of other services, such as document imaging, CD-Rom replication, food service, custodial services, mailroom operation, switchboard and call center operation, and warehousing/distribution.

Products available under the JWOD Program are mandatory source items, and include a wide range of office supplies, cleaning products, hardware items, medical/surgical products and textiles. These items are distributed through www.jwod.com; the GSA Advantage! and GSA Global Supply online shopping services (www.gsaadvantage.gov, www.gsaglobalsupply.gov); the Defense Logistics Agency (DLA) EMALL; military base supply centers; and authorized commercial distributors. For more information about JWOD supplies or distributors, visit the Program's Web site, www.jwod.gov.

Please contact Eric Beale of the JWOD Program staff at (703) 603-2119 or ebeale@jwod.gov if you would like additional information, including catalogs and videos. You may also call to arrange for a JWOD briefing or to suggest new products or services you may wish to procure through the JWOD Program.

[Name/Signature Block]



Sample Secretary's Announcement

Introduction

An announcement from your Secretary shows high-level support of the Javits-Wagner-O'Day (JWOD) Program and educates a large number of Federal employees about their purchasing and procurement responsibilities under the JWOD Act. For more information about products and services that are contracted by your agency, contact Stephanie Lesko at (703) 603-2146 or slesko@jwod.gov.

Secretary's Announcement

Celebrate the Javits-Wagner-O'Day Program during National Disability Employment Awareness Month!

For most *[Name of Federal agency]* employees, October heralds the beginning of a new fiscal year. However, it is also National Disability Employment Awareness Month, the perfect time to celebrate the Javits-Wagner-O'Day (JWOD) Program. Under the JWOD Program, Government Purchase Card users and acquisition personnel buy supplies and services furnished by nonprofit agencies employing people who are blind or who have other severe disabilities.

The theme of the JWOD Program celebration is "JWOD Works for America." I am especially proud of our agency's efforts to provide employment and training opportunities for people with severe disabilities through our support of the Javits-Wagner-O'Day Program. Under JWOD, supplies and services purchased by *[Name of Federal agency]* and other Federal agencies currently generate jobs for nearly 48,000 people who are blind or have other severe disabilities. I ask all *[Name of Federal agency]* employees to help increase this number by identifying more contracting opportunities with the JWOD Program.

The JWOD Program provides employment opportunities in local communities nationwide for a population that continues to experience an exceptionally high unemployment rate—in sharp contrast to the national unemployment rate of 5 percent, nearly 70 percent of people with disabilities are not employed. The JWOD Program was created by Congress to help alleviate this employment inequity. The JWOD Program has become the largest single source of employment of Americans who are blind or have other severe disabilities, by identifying Federal contract work to be performed by these individuals.

President Bush cites these statistics in his New Freedom Initiative for people with disabilities, and he pledges the Administration's commitment to increasing the ability of people with disabilities to integrate into the workforce. The major challenges to productive employment of qualified people with disabilities are attitudinal barriers and false assumptions about what people can and cannot do. What people with disabilities CAN do is be productive. Your efforts to develop awareness and to educate our workforce about this important issue will help ensure *[Name of Federal agency]* makes an important contribution to President Bush's goal of fulfilling America's promise to people with disabilities.

The JWOD Program is a cost-effective way to help people who are blind or have other severe disabilities achieve greater independence and provide the Federal Government with a quality source of products and services. JWOD Program employment enables many individuals to reduce dependence on Government support, join the ranks of taxpayers and contribute to the Federal Government's critical missions.

Please learn more about the important role you can play in the JWOD Program at www.jwod.gov and make a special effort to show your support as the JWOD Program celebrates National Disability Employment Awareness Month throughout the month of October 2006.

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